

# NCCCS

## Student / Parent Handbook



Grades 7-12



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## **VISION STATEMENT**

Students from North County Christian School will acquire wisdom, knowledge and a biblical worldview as evidenced by a lifestyle of character, leadership, service, stewardship and worship.

## **MISSION STATEMENT**

The mission of North County Christian School is **to work in partnership** with the family and church **to provide excellent education** rooted in Biblical truths and **to nurture students** as they **embrace** a personal relationship with Jesus Christ, **discover** their God-given gifts, **seek** His plan for their life, and **serve** Him with their mind, body and spirit.

## **PHILOSOPHY OF EDUCATION**

Our philosophy of education is really a theology of education because it is built on Biblical principles. Pertinent passages of Scripture are Deuteronomy 6:5-7, Ephesians 4:11-16, and Romans 12:1-2.

Deuteronomy 6:5-7; tells us that all education, especially Christian education, begins first of all in the home. Parents are the primary developers of a child's education. This responsibility cannot be taken from them, nor can they give it away.

Ephesians 4:11-16 teaches that God has given some the gift of teaching. Their responsibility is to "equip the students for works of service." They do not take the place of the parent(s); but they become "Para-parents" for the students.

Our ultimate goal in Christian education is found in Romans 12:1-2. To help the students be transformed by the renewing of their minds, so they will be able to test and approve what God's will is for them. This renewing is always based on a student's submission to the Lordship of Jesus.

The academic requirements at North County Christian School are secondary to the fact that we are first Christians. This does not mean that academics are of little importance. We have a higher academic standard than many schools because Christians should exemplify only the highest standards.

With this in mind, the school has several primary objectives for the students.

### **Spiritual Objectives**

We desire to see a spiritually discerning student, who is mighty in spirit and Christian character, and who is willing to serve the Lord Jesus Christ in whatever capacity that God may call him/her. We desire that each child have an independent walk with Christ in a self-governing way so that the student does not need external controls.

### **Academic Objectives**

We desire to produce a well-rounded and disciplined student in the area of academic understanding, knowledge, and skills. We want the student to be an independent thinker capable of researching, reasoning, relating, and applying biblical principles to every area of life, particularly the area to which the student has been called.

### **Social Objectives**

We want to help train a student to be socially stable and able to go into the vocation of his/her choice, to be a responsible citizen and conduct himself/herself capably among peers. We want each student

to know our nation's heritage, recognize and appreciate the sacrifices that have been made to provide our freedoms, understand the responsibility of maintaining civil liberty, and be able to relate Christian moral values to an ever changing world and society, so they can bring biblical answers to the world and not be part of its problem.

### **Physical Objectives**

We want to produce a child who is physically fit to serve the Lord, who has a good knowledge of health and hygiene, and who has the ability to be a servant and care for his/her body as the temple of the Holy Spirit.

### **Expected Students Outcomes**

As students complete their experience at North County Christian School, it is expected that graduates:

1. are well prepared in all academic disciplines, and are skilled in reading, writing, speaking, listening, and thinking.
2. are proficient in mathematics and science.
3. have a knowledge and an understanding of people, events, movements in history and the cultures of other peoples and places.
4. appreciate literature and the arts and understand how they express and shape their beliefs and values.
5. have a critical appreciation of languages and cultures of peoples, dispelling prejudice, promoting inter-ethnic harmony.
6. know how to utilize resources including technology to find, analyze, and evaluate information.
7. are committed to lifelong learning.
8. have the skills to question, solve problems, and make wise decisions.
9. understand the worth of every human being as created in the image of God.
10. can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
11. understand and commit to a personal relationship with Jesus Christ.
12. know, understand and apply God's Word in daily life.
13. are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.
14. treat their bodies as the temple of the Holy Spirit.
15. are actively involved in a church community, serving God and others.
16. understand, value, and engage in appropriate community and civic activities.
17. embrace and practice justice, mercy, and peacemaking in family and society.
18. have an appreciation for the natural environment and practice responsible stewardship of God's creation.
19. are good stewards of their finances, time and all other resources.
20. understand that work has dignity as an expression of the nature of God.

### **DOCTRINAL STATEMENTS OF FAITH**

1. We believe in one eternally existent, infinite God. We believe in the Trinity; God has revealed Himself as Father, Son and Holy Spirit. (Genesis 1; Deuteronomy 6:4-5; Matthew 28:19-20)
2. We believe Jesus is divine and was fully God and fully man at the same time. (Matthew 1:20-25; 16:15-16)

3. We believe the Holy Spirit is active today, convincing the world of sin, giving new life to those who repent and believe, sanctifying believers, and guiding them into all truth. (John 7:39; 14:15-26; 16:7-15)
4. We believe the Bible was inherently inspired by God and reveals the will of God in all matters of faith and salvation. (Luke 24:44-47; 2 Tim. 3:15-17; 1 Peter 1:10-12)
5. We believe original sin, the corruption of man by the fall, continues to exist in a Christian's life until cleansed by the Holy Spirit. (Genesis 3; Romans 5:12-14; 7:7-8,9; Galatians 5:16-25)
6. We believe salvation started in God's loving heart, and is grounded in Jesus' sufferings, shedding of blood, death on the cross, and resurrection. (Luke 24:46-48; John 3:14-17; Romans 3:21-26, 4:17-25)
7. We believe man is morally responsible for his use of free will and that God never takes his freedom of choice from him. (Genesis 1:26-27; Romans 2:1-16; 3:10-12; 5:6-14; 6:15-16; 7:14-25; 10:6-8)
8. We believe repentance involves a sense of personal guilt and a voluntary turning away from sin. (Mark 1:14-15, Luke 3:1-14)
9. We believe in salvation; God sees a person as if he had never sinned, is given a new life beginning, and is adopted into God's family. (John 1:12-13; 3:3-8; Romans 3:21-26, 4:5-19, 8:1-17)
10. We believe God gives a pure heart to those who are brought into complete devotion to God and that this work of God's grace is complete sanctification. (John 7:37-39, 14:15-23, 17:6-20; Romans 6:11-13, 8:1-14, 12:1-2)
11. We believe Jesus will come to earth again and those who are His will live with Him eternally. (Matthew 25:31-46; John 14:1-3; Revelation 1:7-8, 22:7-20)
12. We believe those who are not His, when Jesus returns, will spend eternity in Hell. (Genesis 18:25; John 3:16-18, 5:25-29, 11:21-27; Romans 2:1-16, 14:7-12)
13. We believe Christian baptism shows acceptance of Jesus. (Matthew 3:1-7, 28:16-20)
14. We believe communion is a sacrament that declares Jesus' sacrificial death (Matthew 26:26-29; Mark 14:22-25; Luke 22:17-20; John 6:28-58)
15. We believe God can and does heal the body, mind and emotions. We believe God allows providential agencies and persons to aid in the healing process. (Matthew 4:23-24, 9:18-35; John 4:46-54; James 5:13-16)
16. We believe a person receives the fruit of the Spirit (Galatians 5:22-25) when he becomes a believer. We believe the gifts of the Spirit (Romans 12:6-8; 1 Corinthians 12:1-31; Ephesians 4:11-12) are given by God's will alone. We believe no gift to be superior to any other and that none is universally given to all believers.

### **School Sponsorship and Affiliation**

North County Christian School is a tax-exempt 501(c)(3) educational institution. The founding organization of the school, Ferguson Church Nazarene ("Ferguson Church"), is the sole member of North County Christian School and appoints all members of the school board.

It shall be the fundamental purpose of the School Board to act as a legislative body in formulating policy for the conduct of the school. The primary function of the School Board is to seek the will of God and to serve as His instrument in matters concerning NCCS. In practice, the School Board will confine itself largely to hiring the Superintendent, setting of policy; awarding of diplomas, adopting of the school calendar, approving and monitoring the annual budget and supporting the school in raising money. The School Board shall report quarterly to the Church Board of Ferguson Church of the Nazarene. Further, the School Board is available to the School Administrative Team to assist in other matters or to make other decisions at the request of the Superintendent or Senior Pastor.

## **ADMISSIONS POLICY**

North County Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities made available to students at the school. A student is admitted when all entrance requirements are met and classroom space is available.

### **ALL NEW STUDENTS**

Selecting a school to educate one's child is a serious responsibility. While North County Christian School has a broad variety of programs that exist, there are certain considerations in admitting students:

#### **1. Philosophical Considerations:**

Christian schools, by their very nature, represent a specific community of faith. North County Christian School provides a Christ-centered, biblically based education. North County Christian School teachers have as their mission to inspire every student to become a mature follower of Jesus Christ. We find it advantageous to enroll students whose parents have an interest in the school's spiritual mission.

#### **2. Academic Considerations:**

The academic programs at NCCS are not all encompassing and may not be adequately specialized to meet the special academic or behavioral needs of some students. The high school's academic program is primarily college preparatory.

#### **3. Financial Considerations:**

North County Christian School must maintain financial viability and its budget is: dependent on tuition and fees to continue to fulfill its mission. Therefore, parents are expected to meet financial obligations. If parents are unable to meet financial obligations or commitments per financial policy, they will be required to withdraw their children from the school or denied re-enrollment.

## **ADMISSION PROCEDURES**

### All New Students

To be considered for admission to NCCS the following must occur:

1. Submission of properly completed application forms, most recent report card, recent achievement test scores, recommendation forms, health and immunization records, and proper payments.
2. Parent or Guardian/Student interview with the administrator, director, or age level principal to ensure that:
  - a. The parent(s)/guardian(s) desire a Christian education for their child;
  - b. Family beliefs and practices are consistent with the standards and values of the school;
  - c. The student, if high school age, expresses a desire to attend North County Christian School and agrees to live in harmony with school standards.

Acceptance and placement will be based upon the consideration of standardized testing, academic and behavioral records, recommendations and the parent/student interview. Acceptance decisions are made by the age appropriate administrator and may be reviewed by members of the Admission and Education Committee by request.



## **ADMISSION DECISIONS**

Admissions fall into four categories: Standard admission, conditional admission, non-admission, and acceptance for applicant pool.

- **Standard admissions** will be granted when the student meets or exceeds all requirements.
- **A conditional admission is** given to students when test scores and previous school records indicate cause for concern. In these cases, an Admissions Review is required by two additional members of the Admission and Education Committee. Applicants with deficiencies in any of the specified areas may be offered conditional admittance if the Admission and Education Committee believes the deficiencies may be corrected or accommodated. Conditional Admissions are reviewed each grading period by the appropriate administrator and Admission and/or Education Committee to determine continued enrollment.
- The appropriate administrator and/or the Admission and Education Committee will determine **non-acceptance**, if the applicant is deficient in one or more of the specified areas, and it is unlikely that the student will be successful. Denial of admission does not prohibit a student from applying again if deficient areas are corrected.
- **Acceptance for Applicant Pool** - If a student meets or exceeds the minimum qualification to attend North County Christian School, but the grade level is full, the applicant will be placed in a pool of qualified applicants. The Applicant Pool is a small number of qualified candidates available to fill openings that may occur. **The Applicant Pool does not carry over from one enrollment season to another.**

## **ENROLLMENT**

The procedure for enrolling is outlined below:

1. Complete Enrollment Application and return with application fee.
2. Return the application with the following documents:
  - ◆ Report cards and standardized achievement tests result from the previous two years, plus the current year if available.
  - ◆ Other school records such as special placements, discipline records, IEP or ISP evaluation (if applicable), honors or achievements.
  - ◆ Immunization record
3. Fill out the top portion of the Student Recommendation Form, place a stamp on the enclosed self-addressed envelope and forward it to a teacher or school official at your current school to complete.
4. Fill out the top portion of the Pastoral Recommendation Form, place a stamp on the enclosed self-addressed envelope and forward it to your pastor.
5. The application, school records, recommendation form and test results will be evaluated by the administration to determine if student will be considered for enrollment at NCCS. (If deemed necessary, the enrolling student may be asked to take an entrance test.)
6. Students who successfully pass step 5 will be scheduled for a personal interview with an administrator as the final step in the enrollment process.
7. North County Christian School does not seek to exclude any student from Christian education. However, we do try to select students who we believe will have success in the academic programs that we offer and who will conform to the conduct standards of NCCS.

8. Once students are accepted for admission, the family registration fee must be paid, and arrangements made with the Business Office for payment of tuition.

**All newly enrolled students are on a nine-week probation period. Additionally, students are reviewed at the end of each semester for effort, behavior, and academic performance. Those failing to meet standards will be asked to withdraw.**

### **Enrollment Priorities**

The two-week re-enrollment period is reserved for current families (PS-12). The Open Enrollment period is for new enrollment and late re-enrollment.

### **Re-Enrollment Evaluation For Secondary School**

For students who were part of North County Christian School's Elementary program, a review of the student's academic records, behavioral record and parental/guardian involvement with their student's education will be conducted before admission will be granted. The review will provide the school opportunity to re-evaluate:

1. the parent(s)/guardian(s)' desire for Christ-centered education,
2. that the beliefs and practices of the family are consistent with the standards and values of the school, and
3. the student's walk with the Lord and desire to be a student at North County Christian School.

**The admission process is complete when all applicable fees are paid.**

### **SPIRITUAL LIFE**

Included in the curriculum of all grades is a daily Bible class. Chapel is held weekly, giving students an opportunity to accept Christ as their personal Savior.

We are not endeavoring to establish Nazarene doctrine in our students. The purpose of our Bible classes and Chapel is five-fold:

1. We are concerned that our students have a faith in God to meet the needs in their life.
2. We are concerned that the Bible becomes THE guidebook for life, and that we accept God's Word as absolute truth.
3. We promote prayer as a daily habit, not just a ritual.
4. We train our students that God hears us when we pray and really cares about our needs.
5. Most of all, we pray that every student will accept Jesus Christ as their personal Savior.

### **HEALTH & MEDICATION**

An Immunization and Physical Examination form, completed by your family physician, must be submitted at the time of admission. Absences due to illness shall be explained in a written statement or phone call from the parent or guardian. A student who is ill, running a temperature, or not fully recovered from an illness shall not be admitted. Any student wishing to participate in a sport at school must have a completed athletic physical in the office before they may attend practice or play.

Please do not send your son/daughter to school if any of the following conditions exist:

1. A temperature of 100 degrees or more - (Must be fever-free for 24 hours before returning to school)
2. Any inflammatory eye condition
3. More than one bout of diarrhea
4. Sore or inflamed throat
5. Discharge from ears
6. Pediculosis (head lice): must be nit-free before returning to school (**returning students should report to the secondary office to receive clearance to return to class.**)
7. Skin diseases: exclude until cured, or submit a statement from student's physician stating that the condition is not contagious.

### **MEDICATION GUIDELINES**

Below are guidelines, which must be followed when students need medication at school:

1. All medication should be sent directly to the secondary office.
2. STUDENTS MAY NOT CARRY MEDICATION OR SELF-ADMINISTER ANY MEDICINE. (Exception: Inhalers in case of life-threatening asthma, and epi-pens and only with written permission of physician.)
3. All prescription medication should be in the original container, labeled with the student's name, instructions, and the physician's name.  
All non-prescription medication should be in the original container, labeled with the student's name. Written instructions and the physician's signature must be in the secondary office for medication to be administered. Parents and/or physicians may send a standing order for non-prescription medications, to be kept on file in the office.
4. Directions on the medication bottle, whether prescription or non-prescription, and the doctor's directions, must be in agreement with parent's written directions in order for the medication to be administered at school.
5. Parents are welcome to come to school to administer medication to their son/daughter.
6. When a student becomes ill, it is imperative that we have current home, work, cell numbers, etc. Ill students **must be picked up promptly** so as not to jeopardize the health of others.

### **ACADEMIC PROGRAM**

Learning in the high school is different. Homework and study becomes a real part of everyday life. At this time, students should be learning to reason through problems, rather than plugging numbers into formulas. Persistence and determination are very important. The students will be faced with much new information, and it will take concentration and effort to be able to assimilate and use it. The foundation is laid during elementary school, and is built upon in the secondary school.

The program in the high school requires development of maturity and responsibility. It becomes an environment of directed and planned change. It is designed to guide the student from childhood, through early adolescence, and into late adolescence.

### **ACADEMIC LABS**

Academic Labs are treated as regular classes for attendance purposes. Students are required to bring working materials with them (pencils, paper, books, etc.). If the student does not have class assignments to complete, he/she may read for enjoyment. Students will be expected to use these periods for constructive purposes.

## **ACADEMIC PROBATION AND INTERVENTION PROGRAM**

This policy is designed to facilitate the success of all students attending NCCS by providing a mechanism for improvement of the student's grades and communication among administration, teaching staff, the student, and their parent(s)/guardian(s).

All students must maintain at least a 1.67 GPA (C- average: 70%) and not be failing any class over the evaluated grading period. The Principal or his/her designee will inform any student that does not meet this requirement when grades are posted in the high school office. Failure to meet this established academic standard would result in academic probation. **Students on academic probation are ineligible to participate in extracurricular activities, although if the student is an athlete he/she may attend ½ of the practices of their athletic team.** All students, even those not involved in extracurricular activities, will be expected to support and uphold the academic standard.

If a student does not meet this requirement, the following procedure will be in place:

1. A form will be mailed home the day grades are posted in the office. This form needs to be filled out by the parent(s)/guardian(s) and student. The purpose of this form is to begin developing a plan for the student to improve his/her grade(s). This informal plan will be returned to the school by the Friday following grades being posted in the office. The plan should state specific actions to be taken by the student with time commitments identified.

Examples:

- I will outline the assigned reading before attending class each day (30 minutes)
  - I will rewrite my notes after each class session (30 minutes)
  - I will meet with my difficult subject teacher on Mondays and Wednesdays (TBA) from 3:00-3:45 for extra help.
  - I will make note cards for new vocabulary or concepts described in the assigned reading or in class (15 minutes).
  - I will complete all homework assignment and turn them in by the due date.
2. Parents need to call the secondary office or email the teacher(s) to schedule a meeting with the class teacher(s) for which the student is performing below the above standard. The purpose of this meeting will be to formalize the academic intervention plan that will be implemented to promote the student's learning process.
  3. The Individual Academic Intervention Plan (IAIP) will be followed and grades will be evaluated two weeks after the original grade posting in the office. If the student's grade(s) are at or above the established standard, the student will be removed from academic probation. If the student's grade(s) are still under the established standard, the academic plan will continue to be followed until the next grading period.

If a student fails to follow through with the IAIP, the student will remain on academic probation until the posting of grades for the next grading period. (quarter or mid-quarter grading reports).

## **ACHIEVEMENT TESTS/COLLEGE ENTRANCE TESTS**

Each spring, standardized achievement tests are given to all freshmen. The testing is accomplished over a scheduled three or four day period. Please see school calendar for dates. Sophomore students take the PLAN test. The Preliminary Scholastic Aptitude Test (PSAT/NMQST) is given to all juniors in the fall. The results of this test will be a good indication of what performance to expect when the student takes the SAT or ACT college entrance test. It also qualifies students for the National Merit Scholar Program. Juniors are encouraged to take the College Board ACT during the spring. All juniors and senior students are encouraged to take the ACT or SAT college entrance tests. Seniors are encouraged to take the College Board SAT or ACT in the fall or winter months. Students may send the results of these exams to colleges for admission and scholarship consideration. Information may be obtained in the guidance counselor's office. The NCCS school code number for SAT/ACT is 261076.

## COLLEGE COUNSELING

North County Christian School is primarily a Christian college preparatory program. Our guidance counselor provides the following opportunities:

1. College catalogs.
2. Interviews with college admissions personnel on the NCCS campus.
3. Information on scholarships.

NCCS realizes that the college choice is one that is made by the family and their choice of counselors. The guidance counselor is available to help in any way possible. As with all decisions, it is critical to seek God's direction through His Word and by researching various options.

## COURSE COUNSELING

Each student will have two counseling sessions (Nov/March) to review requirements for graduation and to discuss course selections.

## DUAL ENROLLMENT

Senior and junior students, with approval of the administration, may take selected courses at the St. Louis Community College at Florissant Valley. These college credits can be used to meet high school graduation requirements, at the rate of 3 college credit hours = .5 high school graduation credit. College enrollment tuition and fees are the responsibility of the student and should be paid directly to St. Louis Community College.

**EXCEL:** Students taking Honors Chemistry may opt to receive credit through payment to Missouri Baptist University. They can then receive college credit for this one semester course in science.

**Advanced Placement classes (AP):** NCCS offers AP Calculus and AP Physics. All students who enroll in these classes will receive the AP curriculum and honors credit. Students may choose to take the AP exam at an additional fee at the end of the course to receive credit (pending score) at most colleges and universities.

**Honors Classes:** are based on student interest and recommendation/approval by teachers. These classes are calculated on a 5 point scale. Honors classes include: Advanced Literature, Advanced History, Anatomy and Physiology, AP Calculus, AP Physics, Spanish IV.

## FINAL SEMESTER EXAMS

An Exam Week at the end of each semester is scheduled in all classes for grades 7-12. The schedule is cited in the back of this handbook. Exams in high school classes will count for 20% of the total semester grade for that class. Exams in middle school classes will count for 10% of the total semester grade. All students must take first semester exams. ***A student may be exempt from the second semester exam of a two semester class if the following criteria are met:***

1. The student has an overall minimum grade of a 93% or above in the class for the year.
2. The student has no zeros in the class for 2<sup>nd</sup> semester.
3. The student has no more that five (5) excused absences with no unexcused absences per class. (College visits and school sponsored activity absences not included)

Any student exempt from finals may choose to take the final to improve their class grade. In the event the grade does not improve, the previous grade will be used. There will be penalties for missing final exams. Vacation and appointments are examples of unexcused absences. There will be a 10% reduction in student's test grade for non approved absences during finals.

## GRADING SYSTEM

The purpose of grades is to indicate progress throughout the year. Academic grades are reported on a nine-week basis by letter and grades. The grading scale is as follows:

98-100	A+	4.33	77-79	C+	2.33
93-97	A	4.00	73-76	C	2.00
90-92	A-	3.67	70-72	C-	1.67
87-89	B+	3.33	67-69	D+	1.33
83-86	B	3.00	63-66	D	1.00
80-82	B-	2.67	60-62	D-	.67
			59-below	F	

Parents/Guardians have constant access to student progress/grades through the TeacherEase web-site. Parents are given a unique password that enables them to access this account through their e-mail. If a parent has a question concerning a grade, they should first contact the teacher before going to the administration. Parents are asked to call the secondary office to arrange an appointment with a teacher (972-6227, ext. 450)

**INFORMATION FROM TEACHEREASE:**

- see a list of current grades in all classes
- access student fees and current balance
- see attendance records
- check missing assignments
- check your child’s current grade

**GRADUATION HONORS AND CLASS RANK**

All course work accomplished and verified on an official transcript of a recognized public or private school is transferable to NCCS. Additionally, verifiable course work completed via Home Schooling is also admissible.

Students must attend NCCS a minimum of two years (grades 9-12) to compete for Valedictorian/Salutatorian honors. (The purpose of this policy is to allow career NCCS students to compete on equal footing for these honors.)

**GRADUATION REQUIREMENTS**

	General Studies		College Prep & Advanced	
<b>Bible</b>	4 credits	*	4 credits	*
<b>English</b>	4 credits		4 credit	
<b>Math</b>	3 credits		4 credits	
<b>Science</b>	2 credits	**	3 credits	**
<b>Social Studies</b>	3 credits		3 credits	
<b>Fine Arts</b>	1 credit		1 credit	
<b>Foreign Language</b>	1 credit		2 credits	
<b>Practical Arts</b>	2 credits	***	1 credit	***
<b>Personal Finance</b>	.5 credit		.5 credit	
<b>Phys Educ/Health</b>	1.5 credits	****	1.5 credits	****
<b>Speech</b>	.5 credit		.5 credit	
<b>Electives</b>	4.5 credits		2.5 credits	
<b>Total</b>	27		27 <sup>+</sup>	

- One year of Bible is required for each year a student attends North County Christian School. A student who fails Bible during the school year may be required to take a correspondence course over the summer.

\*\* Two lab sciences are required.

\*\*\* .5 credits must be earned in computer application and .5 must be earned in Personal Finance.

\*\*\*\* .25 credits of PE may be earned by lettering in a varsity sport.

<sup>+</sup>Class of 2016 – 26 credits required to graduate

<sup>+</sup>Class of 2017 – 27 credits required to graduate

<sup>+</sup>Class of 2018 and following – 28 credits required to graduate

## **HOMEWORK**

Homework is an essential part of the school program. Homework, designated to meet individual pupil needs, is assigned for drill, practice, remedial purposes and special projects. Parents should see that homework is completed on time. Because each student works at his own pace, some may take longer than others. Two to three hours of homework per night is common in grades 9-12. Grades 7-8 average one to two hours of homework per night. Students involved with school and church activities need advanced planning and organization.

## **INCOMPLETE GRADES**

All quarter/semester incomplete grades must be made up and submitted to the secondary office within the first two (2) weeks of the following marking period. Students not finishing the make-up work on time will receive zeros and the grade computed.

## **PARENTAL HELP AND ENCOURAGEMENT**

The primary items needed by a secondary school student are parental support, love and stability. While everything about the student's life is changing, they need to know that their parents are going to consistently support them. However, supporting your student and condoning all their new ideas and interests are two entirely different things.

It is most important that you help your student build his/her self-esteem. Self-esteem is the most vital building block in the architectural structure of human success. Children may not be born with a good feeling about themselves. They learn how to feel by noticing how you respond to them. While peer pressure and peer opinion is very important to the secondary school student, it can never equal the opinion of a parent. While it may seem that your student does not care about your approval, when it is missing, they are devastated, and peer approval at that time cannot really make them feel good about themselves. This is a time in their life when their self-concept is likely to constantly be up and down. Supporting your child will not guarantee success, but their chances are better than without your support.

Parental involvement in what your student is doing at school lets them know that you are interested in math, science, English, social studies, etc. They need to feel that they are not alone in the educational process.

Parental direction is necessary in helping them be responsible for their actions. A time must come when they face the consequences of the decisions they have made. If they learn there are consequences to minor decisions, they will realize there are greater consequences to greater decisions. When they are faced with a crisis, they will have a greater chance of making good decisions.

## **PROGRAM COURSE OF STUDY (PROJECTED OFFERINGS BASED ON STUDENT INTEREST)**

### **Middle school (grades 7-8)**

<u>Bible</u>	<u>Mathematics</u>	<u>English</u>
7 Character Quest I	7 Purposeful Design	7 Gr & Comp 1/Sp & Vocab/Of People Lit.
8 Character Quest II	8 Algebra 1/2	8 Gr. & Comp 2/Sp & Vocab/ Of Places Lit.
	8 Algebra 1	

<u>Practical Arts</u>	<u>Fine Arts</u>	<u>Science</u>
7 Keyboarding	7-8 Choir	7 Life Science
7 Speech	7-8 Art	8 Earth Science
7-8 Spanish	7-8 Band	
8 Word Processing		
8 Career Explorations		
8 Creative Writing		

Physical Education

Social Science

7 World History/Geo of Eastern Hemisphere

7-8 Girls PE

8 American History/Geo of Western Hemisphere

7-8 Boys PE

**High School (grades 9-12)**

Bible

9 Life of Christ

10 Christian Ethics

11 Christian Leadership

12 Marriage & Family

12 UTT

Mathematics

9 Algebra 1

9-12 Geometry

9 Algebra 1A

9-10 Algebra 2

10 Algebra 1B

11-12 Pre-Calculus

12 AP Calculus\*+

English

9 Gr. & Comp. 3/ Literature Themes

10 Gr. & Comp. 4/ American Literature

11Gr. & Comp. 5/ World Literature

12 Gr. & Comp. 6/ English Literature

11-12 Speech

12 Advanced Literature\*

Practical Arts

9-12 Computer App.

10-12 Adv Comp App.

10-12 Student Aide

11-12 Speech #

11-12 Intro to

Photography

11-12 Digital Publishing

11-12 Personal Finance

11-12 Yearbook

12 Adv Yearbook

Fine Arts

10-12 Art

9-12 Orchestra

9-12 Choir

10-12 Drama

10-12 Drama 2

11-12 Advanced Art

Foreign Language

9-10 Spanish I

10-12 Spanish II

11-12 Spanish III

12 Spanish IV\*\*

Social Sciences

9 Government/Geography

10 US History

11 World History

12 20<sup>th</sup> Century

12 Advanced History\*

+ AP course

Science

9 Biology

10 Physical Science

11-12 Chemistry

11-12 Honors Chemistry \*\*#

11-12 Pre-chemistry#

11-12 Biology 2

12 Pre-organic chemistry#

12 Anatomy & Physiology\*

12 AP Physics\*+ #

\* Honors Classes

Physical Education

9-12 Boys Physical Education

9-12 Girls Physical Education

9 Boys Health

9 Girls Health

# Dual credit with Mo Bap

\* Honors course

# Dual Enrollment with Mo Bap

+ AP Course



## **PROMOTION POLICIES**

### **9<sup>th</sup> through 12<sup>TH</sup> Grades:**

A student will be considered a 10<sup>th</sup> grade student when six high school credits have been earned.

A student will be considered an 11<sup>th</sup> grade student when twelve high school credits have been earned. This includes freshman English.

A student will be considered a 12<sup>th</sup> grade student when eighteen high school credits have been earned. This must include two years of English.

Check the credit requirements for high school Do these need to change

### **7<sup>th</sup> through 8<sup>th</sup> Grades:**

Students must pass seven of the eight semesters of the four core courses: English, Math, Science or Social Studies; failures in these subjects must be made up in summer school. Summer school grades will be updated to a student's file and have the potential to positively impact a student's GPA. A student who fails to meet these requirements following summer school will not be promoted.

## **REPEATING HIGH SCHOOL SUBJECTS**

A student may repeat a course if he has received a *D* or an *F*, or with special permission. If it is an elective course, the student is encouraged to re-take the class to prove to him/her and those who will later evaluate his transcript that he is able to do the work and that he does not give up. A student who receives an *F* in a subject must repeat and pass that subject if it is a required course.

When the course is repeated and passed, the student will receive the credit for that course. A student who receives a *D* or better in a subject may, with the permission of the administration, take the class over again (audit), but will receive no additional credit.

## **SCHEDULE CHANGE PROCEDURE**

Students in grades 7-12 will be permitted to drop or add a class within the first two weeks of the term. Students must have approval from the teachers involved, their parents, and the Secondary Principal. A schedule change form must be obtained at the secondary school office, submitted, and approved before students change classes.

## **SCHOOL RECORDS**

The school maintains cumulative academic, attendance, and health records for each student enrolled. **Records will not be released if accounts are not current.** Material in each student's cumulative file is confidential and shall be accessible only by permission of the school administrator or Principal. Information on the student's permanent record will be given out to the following:

1. To the parents and students upon request or the parents.
2. To prospective employers upon receipt of parent/student authorization.
3. To colleges, universities and military services upon the parent/student's request.

## **STUDY HABITS:**

- Concentration, both during class and when working at home.
- Listening carefully.
- Asking questions to clarify information not fully understood.
- Reading material carefully. This usually means reading the material more than once. The first reading helps the student to get a general concept of the information and discover any new vocabulary. The second reading should be for picking up details. The third reading should be a review.

## **STUDENT EXPECTATIONS**

Your enrollment at North County Christian School means you are interested in getting a quality "Education with a Christian Perspective." You are agreeing that you want that education to be complete and include guidance in

Christian principles. You are agreeing that you want that education to be guided by those equipped to be teachers who have a personal, growing relationship with God.

Because of your agreement, it is expected that you will live by the Biblical principles of behavior as defined below.

### **BIBLICAL PRINCIPLES OF BEHAVIOR**

We urge our students and their families to live by Biblical principles of behavior. We believe that those who profess to be children of God will earnestly desire to live by these principles.

#### **Things to Do:**

1. Love God with all your heart, soul, mind, and strength and your neighbor as yourself. (Exodus 20:3-6, Mark 12:28-31)
2. Press upon the attention of the unsaved the claims of the gospel. (Matthew 28:19-20, Acts 1:8)
3. Be courteous to all persons. (Ephesians 4:32, 1 Peter 2:17)
4. Be helpful to all in love, bearing with each other's personalities. (Romans 12:13, Galatians 6:2,10)
5. Seek to do good to the bodies and souls of all. Feed the hungry; clothe the naked, visit the sick and imprisoned, minister to the needy as opportunity and ability are given. (Matthew 25:35-36, 2 Corinthians 9:8-10)
6. Contribute to the support of the ministry of the local church where you are a member, with regular tithes and offerings. (Malachi 3:10; 2 Corinthians 9:6-10)
7. Attend the services of your church regularly. Develop a personal devotional life that reflects your devotion to God and the Lordship of Jesus in your life. (Hebrews 10:25; Acts 17-11; 2 Timothy 2:15, 3:14-16)
8. Keep Sunday a "holy" day as opposed to a "holiday." (Exodus 20:8-11; Mark 2:27)
9. Be honest in all matters, refusing to take advantage of another. (Leviticus 19:10-11; 1 Corinthians 6:7-10)
10. Dress in Christian simplicity and modesty. (1 Timothy 2:8-10; 1 John 2:15-17)
11. Participate only in those entertainments, music, and literature that will aid you in representing Jesus. You are His representative to your world. (1 Corinthians 10:31; 2 Corinthians 6:14-17)

#### **Things to Avoid:**

1. Do not take the name of God in vain. (Exodus 20:7; James 5:12)
2. Do not participate in sexual immorality, such as premarital or extramarital relations or sexual perversion of any form. (Exodus 20:14; Matthew 5:27-32)
3. Do not participate in habits or practices known to be destructive to physical or mental well being. (Proverbs 20:1, 23:1-3; 1 Corinthians 6:17-20)
4. Do not quarrel or return evil for evil. Do not gossip or slander the good names of others. (2 Corinthians 12:20; Ephesians 4:30-32)

### **ASSEMBLIES & CHAPEL BEHAVIOR**

At all times, the student's behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of the student body at an assembly. Each student is personally responsible for the impression made by the school as a whole, whether or not guests are present. Whistling, inappropriate clapping, boisterousness and talking during a program, are examples of inappropriate behavior. See the Assembly and Chapel schedules at the back of the handbook.

### **STANDARD OF CONDUCT**

Our objective in establishing standards of conduct is to maintain an environment consistent with Christian values and in line with the desires of the majority of our parents. We are aware that in this pursuit we may seem stricter than the society of which we are a part. Despite our best efforts to predict inappropriate behaviors in this guideline, the administration has the responsibility to respond in an appropriate manner to offensive activities other than those listed.

## INFRACTION LEVELS

Infractions are categorized in four levels, with increasing severity of consequences for each.

### Level 1 – Classroom Distractions may include but are not limited to:

- Arriving late to class (2-5 offenses)
- Classroom behavior that is not conforming to all school classroom rules as determined by the teacher.
- Non-compliance of dress code
- Any behavior that disrupts classroom teaching such as: displaying bad manners, talking, leaving one's seat without permission, not being prepared for class or in possession of all required materials.
- Eating or drinking in the buildings outside the approved areas (exception: outdoor athletic events)
- Carrying backpacks or purses to class.
- Displaying improper attitude/actions: Students are expected to be considerate.
- Using or writing inappropriate language (demeaning comments, such as but not limited to: "you're ...fat, stupid, dumb, ugly, lazy, etc.)
- Academic dishonesty (copying homework, cheating on quiz, or exams) consequence includes a zero on the assignment.

**\*\* Infractions at this level are teacher enforced and will have a consequence of a 30-minute detention time. These infractions are addressed at teacher discretion.**

### Level 2 – Minor Infractions

Repeated Level 1 offenses will be treated as Level 2 infractions. Infractions at Level 2 have a consequence of a 60-minute detention time

- Public displays of affection (holding hands, touching, etc.)
- Bringing distracting or hazardous items on school property (electronic devices)
- Using a cell phone during school (texting, checking messages, etc. 1<sup>st</sup> offense)
- Driving in an irresponsible manner (poor judgment, inattentive)
- Drawing on desk or wall
- Lying to faculty or staff members (1<sup>st</sup> offense)
- **Plagiarism:** The act of passing off as one's own (the writings, ideas of another). We are called to be honest and people of integrity. Producing work that is not your own and/or not giving appropriate credit (i.e. citing) is a serious offense.

#### Grades 7 & 8

First Offense – Redo for credit and a phone call home.

Second Offense – receive '0', redo for no credit. (Level 2 infraction)

#### Grades 9 & 10 (indent)

First Offense - Receive '0', redo for no credit (Level 2 infraction)

Second Offense - receive '0', redo for no credit, 1-2 day suspension (Level 3 infraction)

#### Grades 11 & 12

First Offense – Receive '0' (Level 3 infraction)

Second Offense – Receive '0' (Level 4 infraction)

**How can students avoid plagiarism?** You must give credit whenever you use:

another person's idea, opinion, or theory;

any facts, statistics, graphs, drawings-any pieces of information-that are not common knowledge;

quotations of another person's actual spoken or written words

### **Level 3-Major Infractions**

Repeated Level 2 offenses will be treated as Level 3 infractions. Infractions at Level 3 will have a consequence of 1-2 day suspension\*.

- Profanity, vulgarity or taking God's name in vain
- Public display of affection (kissing, inappropriate physical contact)
- Dangerous driving (willful reckless behavior)
- Fighting (with provocation) consequence will result in immediate removal from school campus.
- Vandalism/destruction of school property (under \$50) Note: Students will be charged for replacement and/or repair of all vandalism and negligent accidents. In the event a specific individual is not identified, charges will be made to the appropriate class fund(s) at the discretion of the Principal.
- Disobedience of a direct instruction from a faculty or staff member
- Truancy or cutting class without excuse
- Tolerance of level 3 infraction (see "Tolerance" Pg. 18)

### **Level 4-Expellable Infractions**

Repeated Level 3 offenses will be treated as level 4 infractions. Infractions at Level 4 have a consequence of a 3-5 day suspension\* or expulsion. A second offense will result in expulsion.

- Possession or evidence of use of alcohol or tobacco, at school or any school activity at any place or time
- Possession or evidence of use of recreational or illegal drugs at any place or time
- Extortion, intimidation, or threats against persons or property
- Threats or physical acts against a teacher or their property
- Stealing of personal or school property
- Vandalism/destruction of school property over \$50. Note: Students will be charged for replacement and/or repair of all vandalism and negligent accidents. In the event a specific individual is not identified, charges will be made to the appropriate class fund(s) at the discretion of the Principal.
- Fighting (no provocation) consequence will result in immediate removal from school campus.
- Speaking of or possession of weapons, firearms, or explosives of any type, or anything misconstrued as such
- Moral misconduct, which includes but is not limited to premarital or extramarital sexual activity, homosexual activity, or any other violation of the unique roles of male and female in human sexuality (Romans 1:21-32, 1 Corinthians 6:9-20), at any place or time.
- Sexual harassment (as defined on the following pages under student harassment)
- Notes, comments, or possession of materials pertaining to inappropriate sexual content
- Tolerance of Level 4 infraction (see "Tolerance" pg. 18)

### **Suspension:**

**\* When a student is suspended, they are not to be on the school grounds during the suspension, including attending extra-curricular activities, regardless of location. For students given an in school suspension they should report directly to the secondary principal for their assignment. In school suspension hours are from 8-3 and will not be allowed to attend or participate in ASAP or any other NCCS activity on or off campus before or after school. Students/parents are responsible for contacting each teacher to get assignments for the student's day of suspension. Unless exempted by the teacher ahead of time, assignments will be due on time.**

The North County Christian School disciplinary code contains various disciplinary responses to student misconduct typical of any Christian educational institution. Prayer, reproof, correction, guidance, counseling, parental contacts, detention, and suspension are among the most common of these disciplinary responses. Expulsion, too, is utilized in a case of serious misconduct. In addition to these actions, however, is a need to deal with habitual student offenders and/or those who demonstrate attitudes and actions contrary to their best interest and the best interests of North County Christian School.

### **Appeal Procedure**

In the event of expulsion and a parent feels the administration has made an unjust decision, the parent should request a meeting with the Superintendent. If the parent still feels that further action is warranted, the parent should request in writing a meeting with the School Board to appeal the decision. To provide a complete background, the written request should clearly indicate those factors, which in the opinion of the parent, have not been duly considered. The School Board will carefully consider these factors, and a meeting time suitable to both parents and the School Board for further discussion will be scheduled.

### **Notification of Disciplinary Action**

Secondary students are assigned extra work and detentions. Teachers and/or administration will notify parents via telephone, email, mail, or detention form. In case of suspension or expulsion, parents will have a conference with the Secondary School Principal.

### **SCHOOL JURISDICTION**

Students are considered under the school's jurisdiction as follows:

1. When car or students arrive on school grounds in the morning until they leave the grounds in the afternoon;
2. When students are in attendance at a school activity whether on the NCCS campus or at another location.
3. Students may be held responsible for social media (Facebook, web pages, texts, etc) or text messaging (whether at school or another location) which threaten another student or faculty member. Students should be mindful that these media may not be private and language, appropriateness of dress, and activities of behavior may need to be addressed.

It is also remembered that students whose behavior directly conflict with school standards (criminal activity, vulgarity or immorality, use of alcohol, tobacco, or recreational drugs, offensive actions toward a faculty or staff member) whether under school jurisdiction or not can be subject to disciplinary action by the school as long as the student is enrolled. Off-campus behavior is not irrelevant. While NCCS makes no effort to "police" its students off-campus, certain behaviors are of such an offensive nature to a Christian school that they must be addressed.

### **TOLERANCE**

Students are expected to take an active role in the preservation of the standards of North County Christian Secondary School. Therefore, students possessing information regarding the perpetrators of a Level 3 or 4 infractions will be requested to pass such information on to the staff or the administration.

Students shown to have knowledge of a Level 3 or 4 infractions and who fail to bring the information forward, or those who lie during the course of an investigation, will be subject to consequences also.

**STUDENT HARASSMENT** North County Christian School is committed to maintaining a school environment in which all individuals treat each other with dignity and respect, and that is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to, and including expulsion.

**DEFINITION OF HARASSMENT** "Harassment," including "sexual harassment," means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a nature that denigrates, or shows hostility or aversion toward an individual because of his/her race, color, national origin, gender, disability, or age, made by someone from, or in the work setting, under any of the following conditions:

- The conduct has the purpose or effect of having a negative impact on the individual's school environment
- The conduct has the purpose or effect of unreasonably interfering with an individual's school performance, or otherwise adversely affects and individual's educational opportunities

- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through North County Christian School

**CONFIDENTIALITY** Every effort will be made to protect the privacy of the parties involved in any complaint. However the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

### Where to Report Harassment

The following individuals are specifically authorized to receive complaints and to respond to questions regarding harassment.

- |                  |                                                          |                       |
|------------------|----------------------------------------------------------|-----------------------|
| • Tom Pfloderer  | Secondary Counselor                                      | 314-972-6227 ext. 454 |
| • Garalyn Farmer | Secondary Principal                                      | 314-972-6227 ext. 455 |
| • Greg Clark     | School Superintendent,<br>Elementary/Preschool Principal | 314-972-6227 ext. 103 |
| • Mary Hart      | School Business Manager                                  | 314-972-6227 ext. 108 |
| • Sheryl Dampf   | Director of Operations                                   | 314-972-6227 ext. 106 |
| • Wayne Moss     | Director of Enrollment and Advancement                   | 314-972-6227 ext. 105 |

### GENERAL DRESS CODE

**Goal:** The goal of our dress code is to honor God by pursuing modesty and neatness while avoiding distractions from our academic, social and spiritual goals.

Other guidance may be necessary and students are expected to respond in a spirit of cooperation. Violation consequences are in the handbook.

#### Polo Shirts or Button-Front, Collared Shirts

- Short or long sleeves
- Logos no larger than two inches
- Modestly fitted, hip-length, no visible midriff
- **Turndown or mock turtlenecks are also allowed**

#### Pants/Shorts

- Docker style in khaki, navy blue, black or brown Cotton/twill fabric (no denim)
- Properly sized (not sagging or tight)
- Ladies may wear Docker style capri's
- Shorts must be Docker style and no more than 4" above the knee<sup>1</sup>

#### Skirts

- Khaki, navy, black or brown
- Modest fit
- Knee length<sup>1</sup>-sheer material and/or leggings are not considered part of skirt length.

#### Sweaters

- Worn over polo or oxford shirt
- May be crew neck, v-neck or cardigan

### **Jackets**

- Only lightweight jackets or hoodies may be worn in classrooms (with hoods down).
- Must be properly fitted, not oversized
- Appropriate brand names & logos permitted
- Must be worn over polo or collared shirt

### **Professional Dress** - Allowed on chapel days or for special classroom circumstances

- Ladies' dresses and skirts must be properly fitting (modest neckline, knee length<sup>1</sup>, not tight).
- Gentlemen may wear dress slacks, a collared dress shirt, and a tie, sweater, vest, or sport coat. Dress shirt should be tucked in.
- Dress shoes encouraged

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<sup>1</sup> knee refers to top of the knee cap

### **Spirit Wear**

On most Fridays, students may Spirit wear to school. Spirit wear includes:

- Denim jeans, shorts or capris (not sagging, not tight fitting, no holes or frayed edges)
- School designated Spiritwear (NCCS sweatpants, sweatshirts, hoodies, t-shirts)
- No leggings or jeggings
- Shirts must have sleeves and modest necklines

### **Jewelry**

- Excessive jewelry is not allowed
- Ladies may have pierced ears. Limit three per ear. Other piercings are not permissible.
- Gentlemen may not wear earrings or any other type of piercing.

### **Hair**

- Natural hair colors
- Neat in appearance, must be worn out of eyes
- Gentlemen: hairstyles, including braids or longer hair, must be kept above the bottom of the collar

### **General**

- Remove hats when entering the building
- Ripped, frayed or soiled clothing not permitted

**Formal Dress** – Gentlemen: Shirt and tie is required; more formal attire is optional. Ladies: dresses must be approved before the event. If, at the event, the dress does not meet the stated guidelines, the young lady will be asked to wear a cover-up wrap or shawl in order to stay. Guidelines of expected modesty include:

- Dresses will have straps or sleeves
- Necklines will cover cleavage and be 3" or less from the collarbone; back openings may be to the bottom of the shoulder blade.
- Dress or skirt length and any noticeable skirt or dress opening will be no higher than 2" above the knee
- Dresses will fit modestly

### **Extra-curricular Activity Dress**

- Same modesty & fit standards as above
- Jeans, sweat pants, and T-shirts allowed

If shorts or Capri pants are not consistent with the above listed criteria, or are not considered modest in length or fit, the student will be denied entry to any classes until the dress code standard is met.

**The following guidelines are not intended to be exhaustive. They are only to give guidance in areas most commonly in need of guidance. Other guidance may be necessary during the course of a school year and students are expected to follow it in the same spirit of cooperation.**

NCCS students will be evaluated for proper dress and grooming each day. Students not in dress code will be allowed to go to class (so long as their clothing is appropriate.)

### **Consequences for Dress Code Violations**

1<sup>st</sup> Offense – 30 minute detention

2<sup>nd</sup> Offense – 60 minute detention

3<sup>rd</sup> Offense – 1-2 days suspension

Students, while not engaged in extra-curricular athletics practice or games, will be expected to remain in dress code. Students are to change back into school clothes following P.E. classes. Students with 7th hour P.E. may depart in athletic clothing if they leave the campus promptly.

## **ATTENDANCE POLICY AND PROCEDURE**

A priority at North County Christian School is to use instructional time productively. Regular attendance is critical if the results of the teaching and learning tasks are to be maximized. It is essential that each student recognizes the sequential nature of instruction, and that any unnecessary and/or excessive absence severely impedes the educational process. Therefore, NCCS attendance regulations have been established with the best interests of North County Christian School and the students/parents in mind.

### **High School Hours**

Regular Class Schedule

◆ Grades 7-12 8:00am - 2:57pm

Special days off and irregular class hours will be announced via school calendar, school website, or by notice to parents as occasions occur. See schedules at back of handbook.

### **NOTIFICATION OF ABSENCE**

1. On the day of the absence, the parent or guardian must phone the **secondary school office** (972-6227) before 10:00 AM to report the reason for absence.
2. Parent or guardian must write and sign an admittance note giving the student's name, date(s), day(s) of absence, reason for absence. (This same type note is required in advance when using a family personal day.)
3. Secondary students must take the note to the secondary office. The student will then take an attendance slip to each of their teachers and have them sign. The attendance slips are to be returned to the secondary office at the end of the day to be updated in the computer.

### **Family Emergency**

Some situations, including many emergencies, may arise that make it impractical to follow this procedure. For example, an unexpected death in the extended family might preclude a telephone call. The Principal will handle such situations.

PLEASE NOTE: Since NCCS is vitally interested in all of our students and parents, we would consider it a privilege to uplift our families in prayer in times of need. Therefore, we encourage you to communicate with us even in times of family emergencies.

In all such emergency cases, a written explanation describing the nature of the absence is required in the secondary school office the day the student returns to school.

### **EXCUSED ABSENCES**

#### General

1. Personal Illness – Student absence for personal illness is considered excused. The illness, of course, must be valid. The school may require the certification of a doctor for absence of more than 3 days.
2. Death Within the Family – A death within a student's immediate or extended family will be considered an excused absence. Normally, the absence arising from this condition is limited to three days, unless parent or guardian can show reasonable cause for a longer absence.

#### Pre-Notification



3. Professional appointments - Professional appointments (i.e., appointments with doctors, dentists, etc.) provide reasons for legitimate student absenteeism. Whenever possible, professional appointments should be scheduled outside school hours.
4. Family Personal Days (up to 5 days per year) – Students maybe excused, at the request of the parents and the discretion/approval of the administration, for up to five (5) days per school year. Non emergency family days must be pre-approved.
5. College Days - Each high school junior and senior is allotted a maximum of three (3) days per year for college visitation. When visiting a college, the student must obtain a visitation form confirming their attendance to the college.

**Since the school calendar allows ample time for vacations in and around the holiday seasons, parents should make every effort to arrange vacations to coincide with the school vacation time. Furthermore, Family Personal Days and College Days are not to be taken during examination weeks (i.e., the last five day period prior to the end of the first semester and the last five days of the school year). Any violation of this policy provision will result in the absence(s) declared as unexcused and all appropriate penalties invoked.**

6. Approved School Activities – Students missing classes for field trips, athletic contests, music programs, etc. will be considered excused if such activity is a sanctioned by the administration.
7. Miscellaneous – It is possible that occasions may arise, other than those listed in this section, necessitating a student's absence. The administration shall make the sole determination of whether such an absence is excused or unexcused.

#### **Make-up Work (Excused Absence)**

The **student** is responsible for completing make-up work. They must ask all teachers for make-up assignments. Students/parents may access TeacherEase to aide in this process while they are absent from school. The teacher will assign the makeup work due date based on the length of absence. Amount of days of excused absence dictates make up days. (Example: 4 days excused absence = 4 days to make-up work.)

#### **PRE-NOTIFICATION ABSENCES**

Students missing classes for field trips, family personal days, or school-sponsored activities must make prior arrangements with teachers of classes missed. A note from home or a phone call requesting such absences should be given to the secondary school office a minimum of one day prior to the date of the planned absence. The student must then take the notice to the teacher(s) in sufficient time for the teacher to provide assignment information.

#### **Make-up work (Pre-Notification)**

On the day the student returns, the student is to be prepared to take all missed tests and quizzes as well as turn in all missed work. Also, the student is to be ready for the current day's assignments. Pre-announced tests should be taken on the day of return unless rescheduled by the teacher.

#### **UNEXCUSED ABSENCE**

All student absences not declared as excused absences will be recorded as unexcused absences. Examples of unexcused absences include, but are not limited to, the following:

1. Not following proper absence notification procedures.
2. Missing class without proper authorization, including truancy.
3. Leaving the NCCS campus without signing out with proper school personnel.
4. Not providing proper notice of absence when prior notice is required.
5. Absence not deemed acceptable by the Principal.
6. In-house suspension.
7. Out of school suspension.
8. Three unexcused tardies will count as a day of absence.

#### **Make-up Work (Unexcused Absence)**

Class work, participation grades, and regular assignments due on the day or days of unexcused absences will receive 50% credit for each day of class missed. Missed tests and quizzes must be taken on the day the student returns to school, with a reduction of 10% per test and/or quiz. Special assignments due during the unexcused absence must be turned in the day the student returns to school. As in the case of quizzes and tests, there will be a 10% grade reduction for special assignments. Further, if the special assignment is not

turned in on the day the student returns, there will be an additional 10% grade reduction for each additional day the assignment is late.

**Please remember that declaring a student unexcused is an administrative decision, not a student/parent prerogative. Therefore, a student is not necessarily excused because a parent calls.** For example, the following absences are not excused:

1. "He didn't want to go to school."
2. "She stayed up late last night working on her research paper."
3. "I missed my ride."
4. "Our family went to the ball game."
5. "He was doing chores assigned by his father."
6. Unexcused tardies that result in over half the class period missed.

### **TRUANCY**

Truancy is defined as being absent from school without the parent's permission and the school's permission. Furthermore, a student not attending a regularly scheduled class ("skipping") without permission while at school will be counted truant. It is the expectation that students will attend all scheduled classes on a daily basis. Students are not allowed to leave school early or arrive late without parent permission.

### **EXCESSIVE ABSENCES**

After six absences a semester a letter will be sent home to notify parents. If eight absences occur in one semester another letter will be sent home. From nine-twelve absences, a letter will be sent, followed by a phone call. **Any student missing more than twelve (12) days of school or twelve (12) class periods in any one course per semester will lose credit and receive an F for the semester's course work, unless there are extenuating circumstances that are presented to the School Board.** Absences due to approved school activities and college days are not counted toward the 12-day limit.

### **TARDIES**

The discipline of showing up for school on time is equally as important as regular attendance. Student tardiness, of course, disrupts the classroom and results in lost time and extra clerical work for the office staff and faculty. Parent cooperation in the matter of punctuality and attendance is required. All tardy students must report to the secondary school office. Three unexcused absences will count as an absence which may result in a student having to take a class final.

**Tardiness to class is normally unexcused. Reasons for excused tardies include, but are not inclusive:**

1. Medical appointments
2. Specific car trouble
3. Electrical failure
4. Bad weather conditions
5. Note or verbal communication from a teacher or the administration stating why the student was detained.

**Reasons for unexcused tardies include, but are not inclusive:**

1. Getting a late start
2. Forgetting to set the alarm
3. Other family members, drivers, or riders causing the student to be late
4. Consistent tardies due to traffic.

The first two tardies to first hour class each quarter will go without consequence other than verbal warning. Tardies 3 through 5 will receive a 30-minute detention. Tardiness beyond 5 will result in a half-day suspension (per tardy) from school. The first tardy between classes each quarter will go unpunished. Tardies 2 through 5 between classes will result in a 30-minute detention. Tardiness beyond 5 will result in a half-day suspension from school.

## **AWARDS**

### **ACADEMIC AWARDS NIGHT**

In the fourth quarter, the faculty and administration at NCCS invite selected students to receive honors, awards, and recognition at the Academic Awards Night. The awards night is for the honored students and the parents. Dress for the occasion is semi-formal. On this night, selected and qualified students are inducted into the North County Christian School Honor Society and Junior Honor Society.

### **ATHLETIC AWARDS**

Recipients for athletic awards will be proposed by the individual coaches and approved by the Athletic Director and Administration. Awards will be presented after each season of play.

### **HONOR ROLL AND PRINCIPAL'S LIST**

The Honor Roll and Dean of Student's List will be published at the end of each quarter. Grades will be based on the quarterly grade point average, not be based on an accumulated average. To be eligible for the Honor Roll, a student must earn between 3.00-3.49 GPA for the quarter. Students earning a 3.50 GPA and above will be eligible for the Dean of Student's List.

### **NATIONAL HONOR & NATIONAL JUNIOR HONOR SOCIETY**

Membership is based on scholarship, leadership, service, and character. The National Honor Society is open to students in the 11<sup>th</sup> thru 12<sup>th</sup> grades, whereas the National Junior Honor Society is open to students in the 8<sup>th</sup> grade. To be eligible for National Honor Society, each candidate must have a minimum of 3.33 GPA or "B+" average. To be eligible for National Junior Honor Society, each candidate must have a minimum of 3.5 GPA. Students will be notified if they are eligible based on their GPA. It is their responsibility to meet the application deadlines. A faculty committee appointed by the Principal will review applicants and make selections. Induction into the National Honor Society and National Junior Honor Society occur in the spring of each year. Students must maintain a 3.00 GPA or above to remain in the National Honor Society and National Junior Honor Society.

## **EXTRACURRICULAR ACTIVITIES**

### **ATHLETICS**

North County Christian School has established athletics as a way to promote Christian character, discipline, and physical health. A list of athletic teams and participation levels are listed below:

<b>GIRLS</b>	Volleyball	Varsity and Junior Varsity
	Basketball	Varsity and Junior Varsity
	Soccer/Golf/Track	Varsity
	Cheerleading	Varsity and Junior Varsity
<b>BOYS</b>	Baseball / Golf / Soccer	Varsity
	Basketball/Track	Varsity and Junior Varsity

### **STUDENT - ATHLETE GUIDELINES**

The primary role of athletics at NCCS is to uphold and apply the mission of the school. Athletics are "extra-curricular"; meaning they are not a required part of the normal curricula. Participation should be viewed as a privilege, not an entitlement. Athletics will continue in its strong and proud tradition at NCCS so long as it continues to fulfill this role. In the same way, student-athletes and staff participation in athletics find justification only as they seek to fulfill the school's mission.

The following statements are meant as a brief summary of the Parent/Student-Athlete Handbook. Complete student-athlete guidelines are located in the NCCS Athletic Department Parent/Student-Athlete Handbook. They can be picked up in the high school office.

### **SCHOOL ATTENDANCE AND PARTICIPATION IN EVENTS**

Student-athletes must be present in school for a minimum of four (4) class periods the day of a contest in order to be eligible to compete. Student-athletes going home sick from school the day of a contest will be deemed too ill to compete in that day's contest(s).

Exceptions to this policy may include special excused absences such as college campus visits, death in the family, etc. The decision regarding a special case absence will be that of the administration (Athletic Director and/or Principal).

### **PHYSICALS**

All student-athletes are required to have had an athletic physical within the previous twelve (12) months to participation in athletics. It is preferred that student-athletes use our form when getting physicals because they include a *Right to Seek Medical Care* statement and a *Transportation Release* section which must be signed by the parents or legal guardian of the athlete. Forms are available in the secondary school office or online at [nccsedu.org](http://nccsedu.org). No student-athlete will be allowed to participate in athletic contests or practice with the team until they have a completed and signed physical form on file with the athletic director.

### **ATHLETIC FEES**

Athletic fees must be paid before the date of the first scheduled interscholastic competition. Student-athletes will not be eligible to compete until the fee is paid.

### **Concluding Remarks**

We are delighted to offer a variety of athletic opportunities in which your sons and daughters may compete. We believe in the value of athletics as a tool to teach life skills and life lessons as well as to provide an excellent opportunity for physical and social development. It is our aim to teach Christian character and values in all athletic experiences whether we win or lose. So, whatever the record posted for any team for any season, we can be assured of success in obtaining our objective. And, in doing so, fulfill the mission of the school.

### **ATHLETIC FAN CODE OF CONDUCT**

It is important that we exemplify Christ and honor Him in all things, including athletics. Please follow our code of conduct below with a good spirit and attitude. Anyone who doesn't abide by this code of conduct may be asked to leave.

1. Do not put down players, coaches, officials, or fans.
2. Consider how to encourage the athletes.
3. Use language that honors God.
4. Do not go onto the playing court or field; remain in the designated seating areas.
5. Remember, the Biblical definition of winning is "to glorify God," not the outcome on the scoreboard.

### **"NO-QUIT" POLICY**

If a student voluntarily makes or chooses a school activity and then quits, that student will not be permitted to participate in other extra-curricular activities for that season (Praise Team and Student Government excepted). However, if mutual agreement is reached by the sponsor, coach, student, parent, and administration to withdraw from the activity, no discipline will be necessary.

### **SENIOR CLASS MISSION TRIP**

The senior mission trip has become one of the highlights of the high school years. Since the spiritual and social benefits are so important, all seniors are expected to go unless prevented by illness or an emergency. It is expected that those who have jobs make work arrangements. There is a charge for the mission trip.

### **SOCIAL EVENTS**

Homecoming is sponsored by the Student Government and is open to grades 9-12 and their invited guests in grades 8 and above. The attire is in accord with formal guidelines previously cited. Prom is the most formal and exciting event as juniors honor seniors. The dress is in accord with formal guidelines previously cited. The location is normally at one of the finer establishments in or near St. Louis. This banquet is open to the juniors and seniors and their invited guests in grades 9 and above. For both of these banquets, high school students are encouraged to attend with a group of friends or with a date.

**Event Guests:**

Students wanting to bring a guest not currently enrolled at NCCS must submit a completed guest form to the principal. **All guests must be approved by the Principal.**

**STUDENT GOVERNMENT**

The Student Government consists of the elected executive committee, plus elected representatives from each class, grades seven through twelve. The goal is to develop leadership through a variety of activities. Students must have a 2.0 cumulative average, and currently carrying no F's to run for Student Government. Any government member who receives five or more detentions may be removed from the Student Government and class office.

**CLASS ORGANIZATION**

Each grade may organize itself for social purposes. Junior and seniors may elect officers and make decisions regarding goals, projects, and social events and approved fundraisers for class functions. When a class, upon majority vote, agrees upon participation and "class dues," every member of the class should, in good faith, give proper attention to the involvement and financial obligations as a moral obligation. Failure to comply and cooperate without justification will result in a conference with parents, student, faculty advisor and the principal for resolution.

**CLASS DUES**

The purpose of class dues is to offset the expenses of the Junior/Senior Banquet and the senior mission trip. Each class sets the monthly amount they will collect.

**GENERAL INFORMATION****AFTER-SCHOOL ACTIVITY PROGRAM (ASAP)**

Secondary students who remain after school must either be in a supervised after-school activity (sports, help class, library, computer lab) or in the ASAP area by 3:10 p.m. ASAP is open until 6:00 p.m. An additional fee will be charged to the account per day/per student. Students are to be picked up by 6:00 p.m. in the designated area. **Students are not to be on the grounds unsupervised.** Student safety is a top priority for NCCS. ASAP provides students with a warm/cool, dry, safe environment with adults supervision where they can be easily picked up by the parents or designated ride. Children of faculty/staff members must be under the direct supervision of an adult.

**BACKPACKS AND PURSES**

Backpacks and purses will not be allowed in the classrooms and must be able to fit in student's locker.

**USE OF ELECTRONICS**

To keep with current technology, students will be allowed to bring Nooks, Kindles, or other approved devices to help with organization and studying. Responsibility for its usage lies solely on the owner. Students are not permitted to play games, edit or check social media such as Facebook, access the internet, or watch movies on the devices. Responsibility cannot be transferred to another student. Failure to comply with the policy will result in a 2<sup>nd</sup> offense technology policy. Another occurrence will result in a third offense.

**CELL PHONES**

Once a student enters the building, his or her cell phone must be turned OFF (prohibitions on ringing and vibrating) and secured in the student's locker. Cell phones should not be kept any place other than inside a

locker. It is critical that cellular phone be turned off during the school day to prevent disruption of the learning environment and to prevent using the messaging functions to cheat during exams. Students are expected to keep their lockers locked and secure at all times. Text messaging and the taking of pictures with a cell phone are **STRICTLY PROHIBITED**. Students who do not feel well must use the office phones to call home. NCCS is not responsible for loss, damage, or theft of any electronic device brought to school. NCCS reserves the right to examine all cell content (including text and pictures) at school or any school activity.

Students on athletic trips may take CD/IPODS players, etc. at the discretion of the coach and athletic director. Audio material should conform to Christian standards. The school will not be responsible for damage or loss.

These items (not limited to these items) are not to be brought to school unless specifically requested for classroom use: laser lights, radios, music/game devices (including headphones), cameras, Ipads, etc.

### **Technology Policy**

**1<sup>st</sup> offense:** Failure to comply with the policy will result in teachers or school personnel asking for the device and turning it in to the administrator. The student's parent or guardian must pick up the student's cell phone.

**2<sup>nd</sup> offense:** A second violation of the policy will result in the device being confiscated for five school days, a 60-minute detention, and a \$25.00 fee will be assessed. The student's parent or guardian must pick up the cell phone at the appropriate time (1 week after it was confiscated).

**3<sup>rd</sup> offense:** A third violation of the policy will result in the cell phone being confiscated, a one (1) day ISS/OSS, a \$25.00 fine, and the loss of the privilege of having a device on the NCCS campus. The student's parent or guardian must pick up the cell phone after the suspension is served. **Any future offenses will result in the phone being held until the end of the school year.**

**(PLEASE NOTE: All confiscated items that have not been picked up by the end of the current school year will become the property of the school.)**

### **CHANGE OF ADDRESS**

Please notify the secretary in the secondary school office or the administration building if you change your address or telephone number (business or home).

### **CLEANLINESS**

Each student is expected to help keep the school clean. Each student is expected to help pick up papers, clean chalk boards, wipe tables and chairs, and do any other housekeeping duty, except regular janitor work.

### **CLOSED CAMPUS**

Students are expected to remain on campus at all times, unless given permission by the administration to leave. All students shall sign out and in, at the secondary school office, when leaving the campus during the day. No student shall leave the campus during the school day without parental permission and pre-approval from the administrator.

### **DISTRIBUTION OF PRINTED MATERIAL**

Printed material may only be posted or distributed with the approval of the Principal. Messages should be in good taste and appropriate for a Christian school.

## **EMERGENCY EVACUATION PROCEDURE**

In the event of an emergency evacuation, we have made arrangements with nearby schools and churches to be used as locations for temporary housing. In the event of this taking place, we will have staff available at the school to communicate the emergency location.

## **FINANCIAL INFORMATION**

**Tuition and Fees** pay for general operation and activities of the school during the normal academic day. Students involved in extra-curricular activities, co-curricular activities, summer daycare or after school care may be assessed an additional fee. A Schedule of Payments will be mailed upon acceptance and receipt of the registration fee for each student. Families may access their financial schedules and balances online at [www.teacherease.com](http://www.teacherease.com). Each family should receive a welcome email from Teacherease along with a temporary password. You will be able to log in with your email address and temporary password and you will then be prompted to create a new password. Paper statements will not be sent on a monthly basis. You may view your account under 'FEES'. Additional fees may be found under 'EXTENDED CARE', 'ASAP', 'ATHLETICS', ETC. Periodic viewing of your account is advisable. All payments for Tuition and Fees can be made in person in the Business Office, Monday-Friday, 7:30 AM – 5:00 PM during the school year and 7:30 AM – 5:00 PM during the summer or payments can be mailed. We accept cash, checks, or money orders. No credit or debit cards at this time. For additional Teacherease information, please visit our website at [www.nccsedu.org](http://www.nccsedu.org). The faculty and staff of NCCS commit to provide the highest quality education possible for your child. We count on your timely fulfillment of your tuition obligation so that we can continue to offer an excellent education at NCCS.

- **Application Fee** – The application fee is a one-time fee for a new student (Preschool through Grade 12). This fee is charged at the time of initial application to North County Christian School. The fee covers the cost of processing new student applications and testing if applicable. This fee is non-refundable. **See the NCCS Tuition & Fee Schedule.**
- **Registration Fee** – The registration fee is an annual fee and is non-refundable. This fee is paid at the time of registration for a new or returning student. This fee covers the school yearbook (one per student Preschool through grade 12) and the cost of record management, both financial and academic. **New or returning students will not be put on the class list or waiting list until the registration forms are completed in full, the registration fee has been paid and same received by the administrative office. New students will be eligible for registration upon acceptance. See the NCCS Tuition and Fee Schedule for the registration fee.**
- **Graduation Fee** – This fee is charged only to graduating seniors and helps cover the cost of the graduation ceremony and accessories. **This fee is non-refundable.**
- **Athletic Fee** – For students (Grades 7-12) who participate in any of the extracurricular athletic programs, this fee is due prior to participating in tryouts or practices for each given season/sport. **See NCCS Athletic Information for more information.**
- **Late Payments** – Payments are due on the 1<sup>st</sup> day of the month. A late charge of **\$30** will be assessed if there is an outstanding balance after the 15<sup>th</sup> of the month. If the 15<sup>th</sup> falls on a weekend, payment is due on the Friday before the weekend. Accounts with late payments over 30 calendar days are considered delinquent. Students whose parents/guardians have an outstanding obligation (tuition, fees, or fines) after 45 calendar days will not be permitted to attend NCCS until accounts are current. All report cards, transcripts, diplomas or new registrations will be withheld until accounts are paid in full. Delinquent payments to release transcripts, etc. must be made by cash, money order or cashier's check. If paid by check, transcripts, etc. will be held until payment has cleared.
- **Paying by Check** – Payments may be made by check. A \$25.00 fee will be charged to the family's account for a check that is returned for any reason. In addition a \$30.00 late fee may apply. Post dated checks, if accepted, will not be receipted or deposited prior to the date on the check and will be subject to late payment penalties if the check is dated after the 15th of the month. After two checks

have been returned insufficient during the current school year, checks will not be accepted.

#### **EXTENDED CARE CHARGES/A.S.A.P. CHARGES**

- **Extended Care Charge Schedule** –Extended care charges pay for before and after school care. Families can elect to pay for the yearly charge or to be billed on a per session basis monthly. **See Extended Care Charge/A.S.A.P. Schedule.**
- **Extended Care/A.S.A.P. Charges Per Session** – Charges will be billed based on the time signed in/out. If a time-out is not recorded, the charge will be based on the closing time or the time recorded by the staff worker. Any questionable recorded time-out may be adjusted at the discretion of the staff worker.
- **Extended Care/A.S.A.P. Late Charge** – Payments are due on the last day of the billing month. Any payment received after the last day will be considered late. A \$10.00 late fee will be assessed on the 1st day of the following month.

#### **TUITION PAYMENT OPTIONS (GRADES PRESCHOOL- GRADE 12)**

- **Annual Payment Option** – The full year payment plan is due by July 1. Families choosing to pay their entire tuition bill by **July 1** for the upcoming school year receive a 2% discount. If the annual payment is not received by July 1, the 10 month payment plan will automatically take affect. Families registering after July 1 must make the tuition payment in full at the time of registration in order to receive the discount.
- **Semester Payment Option** – The semester payment plan requires a payment of 50% of the total tuition for the year on or before July 1. The balance of 50% of the remaining tuition is due by January 1 of the New Year. Families registering after July 1 must make a payment of 50% of the total tuition at the time of registration and the balance of 50% of the total tuition on or before January 1 of the New Year. If the first semester payment is not received by July 15th or if the second semester payment is not received by January 15th, a late fee will be assessed and the monthly payment plan will automatically take affect.
- **Monthly Payments Option** – Tuition can be paid over a 12, 11, or 10-month installment plan. **Payments are due on the 1<sup>st</sup> of the month.** Payments will begin May 1, June 1, or July 1 through April 1. Any payment received after the 15<sup>th</sup> of the month will be assessed a late fee of \$30.00. Families that register after July 1 must make a payment of 10% of the total tuition (July payment) at the time of registration and subsequent payments will begin August 1. **Preschool families** have the option of paying on a 10 month payment plan beginning in August and ending in May.
- **Automatic Withdrawal Option for Monthly Installments** – North County Christian School allows parents to have their monthly payments withdrawn directly from their checking account. A separate form for this option must be requested and completed in full **on a yearly basis** and returned to the business office. This form of payment allows families to choose a withdrawal date of the 1<sup>st</sup>, 10<sup>th</sup> or 15<sup>th</sup> of the month. The administrative office will inform you of when this option will begin. All other requirements as stated in the Monthly Payments Option paragraph above will apply.

#### **FAMILY TUITION DISCOUNTS**

A multiple child tuition discount is given to families with two or more children enrolled at NCCS. Families with two or three children enrolled receive a **5%** tuition discount. Families with four or more children enrolled receive a **10%** tuition discount.

#### **EARLY WITHDRAWAL POLICY (GRADES K5- GRADE 12)**



If a student leaves or withdraws for any reason, parents are still responsible for payment of the percent of the tuition as stated below.

- Student withdrawal on or after July 1, up until the 1<sup>st</sup> day of class, the financial party is responsible for 10% of the yearly tuition
- Student withdrawal on or after the 1<sup>st</sup> day of class through the 31<sup>st</sup> day of August, the financial party is responsible for 25% of the yearly tuition.
- Student withdrawal on or after the 1<sup>st</sup> day of September through the end of the 1<sup>st</sup> semester, the financial party is responsible for 50% of the yearly tuition.
- Student withdrawal on or after the first day of the 2<sup>nd</sup> semester, the financial party is responsible for 100% of the yearly tuition.

**Student records will not be released until all financial obligations are paid in full.**

### **LUNCHES**

North County Christian School offers lunches through the Food Service Corporation. Lunch payments are made directly to the Food Service. Lunch tickets may be purchased in increments of 5 days. All payments are forwarded to the cafeteria staff worker and any tickets purchased are kept on file in the cafeteria. Students may also pay for lunches directly to the cafeteria staff worker on a daily base.

### **NCCS FINANCES**

Tuition and other school fees do not cover the entire cost of a student's education at North County Christian School. Capital improvements such as facility renovations, new equipment purchases and campus expansion require additional financial resources. Capital Campaign, Annual Fund Drive, spring and fall fund raising activities all generate revenue necessary for school growth and program development. Gifts and contributions to NCCS are tax deductible and help hold down the cost of tuition.

Our school Scrip program allows parents to earn tuition credit and provides funds to the school without spending additional money.

NCCS also receives matching gifts from employers with established employee matching gift programs.

**EXTENDED CARE OR A.S.A.P. PAYMENT** If you will be using full-time extended care or A.S.A.P. you may include the fee into your payment option. No credits or refunds will be given for days not used for full-time A.S.A.P. Single session charges will be billed during the second week of the month following the previous month's charges for those who do not choose the full-time billing option. Payment for single sessions will be due by the last day of the month and delinquent if not paid in full by the last day of the billing month. For example: December charges will be due January 31 and will be considered delinquent after January 31. A late fee of \$10 will be assessed on delinquent extended care accounts. **It is necessary that payments be current in order to continue using the extended care or A.S.A.P. program.**

### **FIRE DRILLS, TORNADO DRILLS, INTRUDER DRILLS**

We are required by law to have periodic drills for practice so we will know what to do in case of an emergency. Students are responsible to learn the evacuation procedures. During drills, students are responsible to follow directions given by teachers or other adult leaders.

### **CLASS/STUDENT ORGANIZATION FUND RAISERS**

Fund raising events for individual class or student activity accounts are permissible with the following guidelines:

- ◆ Approved at least one week in advance by the administration.
- ◆ Offer reasonable value for goods/services rendered.
- ◆ Do not employ "high pressure" sales tactics.
- ◆ The total for ALL classes does not exceed two per month.

Class funds are the property of the class collectively and individual students within a class do not have a claim on any funds without the consent of the class. Classes who do not meet assigned goals through obvious lack of effort during all-school fundraisers may have on-campus class fund-raising activities curtailed or suspended.

## **LOCKERS**

Lockers will be assigned to high school students. Once the student is assigned a locker, that student cannot transfer to, or use another locker without prior arrangement with the school office. NCCS students are expected to take pride in keeping their lockers neat and clean. Food is not to be left overnight in lockers. Decorations and pictures in the lockers must be neatly displayed and consistent with the values of a Christian school. These items may be put on locker with magnets or sticky-tac only. Lockers assigned for student use are the property of NCCS and are subject to inspection at any time by the school administration.

Students are advised to keep their lockers locked at all times, utilizing the combination locks only. They should not divulge locker combinations to anyone. Locks will be administered to students at the beginning of the year. They must be returned during student checkout procedures. If not returned, a charge of \$10.00 will be incurred.

The school assumes no responsibility for articles lost from lockers or left unattended. If students have a problem with their locker, it must be reported to the school office immediately. Everything must be kept in the lockers; not on top or underneath.

Extra lockers will be provided for students participating in athletics at school. Gym bags should be kept in these designated lockers. Students will be expected to provide their own locks for these lockers. Students taking PE will be provided lockers in the gym that they may keep their PE clothes in. Students are expected to bring their own locks for gym lockers.

## **LOST & FOUND**

If your son/daughter has lost an item, please check the storage box outside the secondary office.

## **LUNCH ROOM PROCEDURES**

All students must eat lunch in the cafeteria, whether they bring or buy a lunch. The students have a choice to purchase a plate lunch or ala-carte items. Each student is responsible to clean his own area when finished eating.

Lunches are to be eaten in the assigned areas only. Food is **not** to be eaten in the halls or classrooms unless has been pre-arranged by the teacher. Students are expected to keep the lunch areas clean. Students should remain in the lunch area until dismissed.

## **MATERIALS AND SUPPLIES**

Students must have sufficient supplies available at all times. Borrowing books, paper, pencil, etc. is discouraged. Students are required to have all required materials at their desk at the beginning of class. Students will be given a tardy if they need to go back to their locker for materials after the tardy bell has rung.

## **PARENTAL/GUARDIAN VISITATION**

It is important to maintain a formal atmosphere concerning parental/guardian visitation procedures. Coordination with the office is required before visiting a classroom for any reason. **Do not** go directly to the classroom. Lunches, homework, books, etc. may be left in the office to be delivered.

## **PARKING PERMITS**

Students who may be driving to school are required to have an NCCS parking permit. There is a ten-dollar charge. Students may only drive automobiles for which they are registered. All students driving must have a valid driver's license with proof of insurance.

Students should park only in designated area. They are not permitted to go to and from their automobiles during the school day.

Failure to abide by the applicable rules will result in loss of privilege to park or drive on school property.

### **SIGN-OUT**

If a student has written permission from his/her parent, but fails to sign out, he/she will receive disciplinary action. If a student leaves campus without written permission from his/her parents and without signing out, he/she will be considered truant and will receive disciplinary action.

**SNACKS** Students will be allowed to eat a nutritious snack at the beginning of third hour. Students will not be allowed to purchase items, so snacks should be brought to school for that day. Because of this time, students should not be eating at their lockers during passing periods. Water is permitted in a see through container anytime during the day. All other beverages are not permitted without approval of the teacher and the administration.

### **SOLICITATION**

There is to be no solicitation of students or teachers for any reason without the prior approval of the administration.

### **STUDENT VISITORS**

Student visitors are not encouraged during school hours. If a special circumstance exists, requests are to be presented to the Principal in advance. The parents of the host student and the parents of the visiting student must each send a permission slip. Furthermore, the visiting student's regular school must not be in session. Visitors are to report to the administration office on arrival. They must be escorted at all times by the host student while on campus during the school day. Student visitors may **not** come to the NCCS campus for social reasons during the school day.

### **TELEPHONES**

Telephone calls may be made in between classes with the approval of a staff member. The office phone is for emergency use only and **is not** to be used for planning a student's evening or weekend activities. The Administration building or copy room telephones are **off limits at all times** to students.

### **TEXTBOOKS/WORKBOOKS**

Textbooks, workbooks, and other instructional materials issued to students by the school are the property of NCCS and will be collected at the end of the semester/year. Students are responsible for proper care of these items. Abuse or loss of such items will result in students being assessed fines or replacement costs. Students are expected to have textbooks and workbooks in the classroom for daily work.

### **WEATHER CANCELLATIONS**

In the event of inclement weather, school opening may be delayed or cancelled altogether. The standard delayed opening will be a 2 hour delay. School will start at 10:00 am.

We have an automated phone system that will call your house in the event of delay or school closing. Please make sure the office has an updated contact number for you. Delayed openings and school cancellations will also be announced on the following radio and television stations:

### **RADIO STATIONS TV STATIONS**

KMOX 1120AM	FOX Channel 2
KSIV 1320AM	KMOV Channel 4
	KSDK Channel 5

### **WITHDRAWAL PROCEDURE**

If a student withdraws during the course of the school year, it is the parents' responsibility to complete standard withdrawal procedures through the school office. The parent should notify the school at least two days prior to withdrawal. Withdrawal procedures are complete when the parent has signed the withdrawal form, cleared outstanding debts, returned any textbooks, library books or school property on loan, and the Principal has completed and signed the withdrawal form. Records will not be released until this process has been completed. ***Tuition charges will continue to accrue until a student is officially withdrawn.***

## SCHEDULES

### Rotating Drop Schedule

	A	B	C	D
1st Hour	1	4	3	2
2nd Hour	2	1	4	3
3rd Hour	3	2	1	4
4th Hour	5	8	7	6
5th Hour	6	5	8	7
6th Hour	7	6	5	8

Students enroll in 8 periods, with 6 meeting each day for 57 minute periods

2nd Period, will have a separate alternating Blue/White schedule on the days it meets

Some 2nd period classes meeting only on blue days (2B) and others meeting only on white days (2W)

A	B	C	D	A	B	C	D
1	4	3	2B	1	4	3	2W
2B	1	4	3	2W	1	4	3
3	2W	1	4	3	2B	1	4
5	8	7	6	5	8	7	6
6	5	8	7	6	5	8	7
7	6	5	8	7	6	5	8

### Hourly Schedule

1st Hour 8:00 - 8:57

2nd Hour 9:00 - 9:57

3rd Hour 10:00-10:57

4th Hour 11:00-11:57

Lunch\* 12:00-12:57

5th Hour 1:00-1:57

6th Hour 2:00-2:57

Lunch will be shortened on Chapel days.

### High School Regular Daily Schedule

8.00-8.51 First hour  
 8.54-9.42 Second hour  
 9.43-9.53 Break  
 9.56-10.44 Third hour  
 10.47-11.35 Fourth hour

### Middle School Regular Daily Schedule

8.00-8.51 First hour  
 8.54-9.42 Second hour  
 9.43-9.53 Break  
 9.56-10.44 Third hour  
 10.47-11.35 Fourth hour

11.38-12.26 Fifth hour  
 12.26-1.03 Lunch  
 1.06-1.54 Sixth hour  
 1.57-2.45 Seventh hour

11.38-12.30 Fifth hour  
 12.30-1.03 Lunch  
 1.06-1.54 Sixth hour  
 1.57-2.45 Seventh hour

**Chapel Schedule High School**

8:00 AM 8:37 1st Hour  
 8:40 9:40 Chapel  
 9:43 10:28 2nd Hour  
 10:31 11:08 3rd Hour  
 11:11 11:48 4th Hour  
 11:51 12:26 5th Hour

**Chapel Schedule Middle School**

8:00 AM 8:37 1st Hour  
 8:40 9:40 Chapel  
 9:43 10:28 2nd Hour  
 10:31 11:08 3rd Hour  
 11:11 11:48 4th Hour  
 11:51 12:30 5th Hour

**Assembly Schedule for Middle and High Schools**

Morning classes and Lunch remain unchanged.

1.06-1.37 Sixth hour  
 1.40-2.10 Seventh hour  
 2.15-2.45 Assembly

**HALF DAY SCHEDULE FOR MIDDLE & HIGH SCHOOL**

8.00-8.45 First hour  
 8.48-9.33 Second hour  
 9.36-10.21 Third hour  
 10.24-11.09 Fourth hour  
 11.12-12.00 Fifth hour  
 School dismissed

**High School Delayed Start Schedule**

10.00-10.26 First hour  
 10.29-10.55 Second hour  
 10.58-11.24 Third hour  
 11.27-11.53 Fourth hour  
 11.56-12.23 Fifth hour  
 Lunch and afternoon classes remain the same.

**Middle School Delayed Start Schedule**

10.00-10.26 First hour  
 10.29-10.55 Second hour  
 10.58-11.24 Third hour  
 11.27-11.53 Fourth hour  
 11.56-12.30 Fifth hour  
 Lunch and afternoon classes remain the same.